



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 037 - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Purchasing Agent, FSN – 7; FP- 7**
(Salary approx. Tk. 37,000+ per month)

**Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level as below:**

Trainee Purchasing Agent, FSN – 6; FP- 8
(Salary approx. Tk. 32,000+ per month)

OPENING DATE: **May 19, 2009**

CLOSING DATE: **June 1, 2009** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE
THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE
FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Purchasing Agent in the Procurement Contracting Unit, General Services Office (GSO).



BASIC FUNCTION: The incumbent is responsible for preparing purchase orders/delivery orders/credit card orders under the direction and supervision of the Procurement supervisor.

MAJOR DUTIES AND RESPONSIBILITIES:

✚ The incumbent requires studying request for Procurement Action documents, which are presented for his action and assures that the description of items thereon are sufficiently detailed. Receives procurement requests & determines action required and sources from which the items or services are available. Explores the availability of sources. Reviews responses and prepares summaries and analyses, including recommendation as to best offer, considering price, bidder's capabilities and reputation, and similar factors. Obtains and prepares specifications, estimates acquisition/shipping costs, and identifies fiscal accounts to be charged.

✚ Develops and maintains market data relative to suppliers and prices of items purchased. May procure certain services such as packaging and local transfer services, plumbing, and other maintenance repairs, drafting simple contracts for the performance of the service. A variety of commodities and services are procured, including but not limited to, procurement of technical items such as automotive spare parts, parts for office equipment, specialized tools, office furniture, etc.

✚ Prepares follow-up correspondence to all vendors, ascertains status and resolves outstanding problems. Prepares correspondence involving vendor invoice/bill payments and problems.

✚ Responsible for preparation, processing and follow up of all subscriptions/books and other supplies request from the Public Affairs Section. Prepares correspondence, memos, letters, etc. Checks all incoming e-mails and places them in respective files. Responds to vendors queries, clarifications etc.

✚ Maintains files of incoming and outgoing correspondence and copies of all outgoing correspondence in the subject files as well as in master files.

QUALIFICATIONS REQUIRED:

1. Education: Bachelor's degree from a recognized University.

2. Language Proficiency: Level III (Good Working Knowledge) in both English and Bangla. English language proficiency will be tested at the time of selection.



3. Prior Work Experience: 2 to 3 years experience in the administrative or general clerical field within the Mission or minimum three years experience in secretarial duties in a local public or government organization, business.

4. Knowledge: Sound working knowledge of administrative procedures and demonstrated ability to formulate and implement administrative practices.

5. Skills and Abilities: Ability to type 40 words per minute; familiar with filing system from local sources; good computer skills including knowledge of applications such as MS Word, MS Excel, Power Point, Access, Internet etc.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.



TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application forms with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825



DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: SGSO:FMO: A/MGT: